



FEMA

Fact Sheet

THE RECIPROCITY PROCESS

Eligibility determinations conducted in accordance with Executive Order 12968 are accepted by FEMA without re-adjudication, unless there is substantial information indicating that an individual may not satisfy the Executive Order 12968 standards. Further investigation is only conducted to meet required reinvestigation or security clearance revalidation requirements, or if derogatory information exists. FEMA follows the standards in accordance with E.O. 12968, the Intelligence Reform and Terrorism Prevention Act of 2004, and OMB Memorandum | "Reciprocal Recognition of Existing Personnel Security Clearances," dated December 12, 2005.

The rules governing reciprocity are straightforward, finite and the same across the federal government.

- A. The Reciprocity process will be utilized for all applicants who qualify.
- B. The applicant's background investigation must be current, valid and meet the requirements for the proposed position in accordance with all federal regulations,
- C. The applicant has to have been employed with the federal government in the last two years. A break in service of two years or more from the federal government requires a new investigation.
- D. The Personnel Security Branch, via Classified or Unclassified means, in order for Reciprocity to be considered, will verify all background investigations.
- E. Human Capital Division is responsible for providing all required information to the Personnel Security Branch in order to verify the applicant's investigation and clearance to complete the reciprocity process.
- F. For National Security/Special Sensitive positions (SCI), the Personnel Security Branch also utilizes the Reciprocity process.

Reciprocity may be denied if new information is developed and cannot be mitigated during the adjudication process.

- G. Reciprocity will **NOT** be accepted for Special Sensitive positions (SCI) if the original SCI was granted under a Waiver, Exception or Deviation. The only exception is when the Waiver, Exception or Deviation was granted by DHS' Office of Security.
 - H. Persons granted a Security clearance via reciprocity must receive the appropriate security briefing before their FEMA clearance will be valid.
-

Questions may be directed to the Personnel Security Branch Customer Service Office at (202) 646-3790.

Authorities:

- July 17, 2006 Clay Johnson III Reciprocity Recognition Memorandum
- November 14, 2007 Clay Johnson III Reciprocity Recognition Memorandum
- Director of Central Intelligence Directive (DCID) 6/4, July 2, 1998
- Executive Order 13391 and Executive Order 12968
- DHS Instruction Handbook 121-01-007

###

"FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards."

May 2011